## MONROE COUNTY, FLORIDA JOB DESCRIPTION

Position Title: Coordinator TV Multimedia Date: September 24, 2009

Position Grade: 9 FLSA Status: Non Exempt Job Code: 9-30

## GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.) Responsible for operation, set up and maintain Monroe County Government Access Cable Ch 16.

## KEY RESPONSIBILITIES

- 1. \* Oversight and Responsibility for all live cable casting of County and Associated Meetings
- 2. \* Oversight and Responsibility for Ch. 16 Video Bulletin Board availability
- 3. \* Oversight and Responsibility for all Cable casting coordination with others involved
- 4. Oversight and Responsibility for ensuring all subordinate TV / Multimedia Specialists are performing all duties as prescribed by their job descriptions.
- 5. Edit/copy video tapes for county staff and public
- 6. Train and maintain expertise on all county audiovisual equipment
- 7. \* Oversight and Responsibility for all Audio and Video operations at Marathon EOC during any/all emergencies.
- 8. \* Maintain a high skill level in the troubleshooting of all county A/V equipment
- 9. \* Oversight and Responsibility for all In-house video productions.
- 10. Acquires channel programming and/or sources
- 11. \*Ensures and orders all related supplies or needed equipment maintenance
- 12. Analyze need, design, build, research, draw new facilities.
- 13. Streaming & Archiving digital video
- 14. Duplication & editing digital video
- 15. Work with contractors & vendors/order equipment & supplies.
- \*Indicates an essential job function

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## **KEY JOB REQUIREMENTS**

Education: Vocational or other technical school, certification, training or apprenticeship required beyond high school.

**Experience:** 5 years to 7 years minimum amount of prior related work experience.

**Impact of Actions:** The work involves leadership which routinely affects multiple divisions of Monroe County and/or the Surrounding community in a demonstrable way.

**Complexity:** Varied: Work is complex and varied, requiring the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. A moderate level of analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions may be found by using methods chosen before in other situations.

**Decision Making:** Analytic: Supervision is present to establish and review broad objectives relative to basic position duties departmental responsibilities. Independent judgment is required to sturdy previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

**Communication** Requires regular internal and external contacts to carry out programs and to explain specialized matter. with Others: Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

Managerial Responsible for orienting and training others, and assigning and reviewing their work. May also be Skills: responsible for acting in a "lead" or "senior" capacity over other position performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

**Working Conditions**/ Works alone and with others. Regular exposure to moving machinery and/or vehicles. This position requires some travel within Monroe County boundaries.

**Physical Effort:** Regular exposure to radiant or electrical energy. Works on slippery or uneven surfaces. Intermittently sitting, standing, stooping. Typically standing and/or walking. Typically crawling and/or kneeling. Typically pushing and/or Pulling. Moderate lifting or carrying 25-50 lbs. Using tools requiring high dexterity. Requires good sight and hearing.

**Other:** Requires valid Fla. Driver's License.

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APPROVALS		
Name TOLDRUKEMI Relature The Dreit Of Division Director:		
Name:	water.	
Name: Sig	nature:	_ Date:
Name: Dorch Frederick Signature: Date: 11/10/09		
On this date, I have received a copy of my job description relating to my employment with Monroe County:		
Name: Sig	nature:	_ Date: